

The FTB Training Plan

Instructions for Supervisors



OVERVIEW

The Field Training Biologist (FTB) Training Plan is for use in planning to meet the training needs of the biologists and environmental specialists who report to you.

As a supervisor, your training responsibilities include:

- Providing orientation for new and transferred employees.
- Assisting employees in the annual development of an individual development plan.
- Approving employee's participation in the training and development activities.
- Creating an environment where employees are encouraged to apply the skills and knowledge acquired from training and development activities to their specific job.
- Following up on the development plan.

INSTRUCTIONS

- 1 Once the Initial Assessment of Employee's Training Needs form has been completed with the employee, the employee will work with FTB Program Coordinators to develop a plan for obtaining the training necessary to address the skills identified as priorities. The plan may be outlined on the phone or in person.
- 2 Employees should strive to fulfill training needs first from within the department, taking advantage of the core curriculum and training modules, mentoring program, structured classes, and funding availability. The FTB Program Coordinators can provide information on the availability of classes as well as on the biologists/specialists who can serve as mentors to develop the new/transferring biologist's skills.
- 3 The completed training plan serves as an agreement between the FTB enrollee, his or her supervisor, and the Office of Training and Development (OTD). OTD will provide, within reason, prioritized training. The supervisor will allow the employee time to attend training. The employee will attend training and apply learned skills to his or her job.